



Personnel and Administrative Policy and Procedure

SUBJECT: Longevity Pay	EFFECTIVE DATE: December 15, 2007 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.32	CROSS REFERENCE: AFSCME Article 7C, Longevity Pay; MPEA article 9C, Longevity Pay

Purpose: To recognize the importance of employee retention and reward employees for their dedication to the City.

Definitions

Longevity Pay: Additional specialty pay based on tenure with the organization.

Scope: Applies to all employees working .5 FTE or greater. See also applicable contract language for represented employees.

Policy

Employees will receive longevity pay in the following amounts:

- 10 years of service – 1% of base pay
- 15 years of service – 2% of base pay
- 20 years of service – 3% of base pay

Employees who begin employment between the first (1st) and fifteenth (15th) day of the month shall have time towards longevity begin on the first of the month of appointment to the position. Employees who begin employment between the sixteenth (16th) and last day of the month shall have time towards longevity begin on the first of the month following appointment to the position.

Guidelines for Use

- Longevity pay is not to be considered as part of the base wages for an individual nor will it be considered an additional step in the pay ranges.
- Longevity pay will not be considered when calculating other add to pay such as working out of class or on call pay.
- Longevity pay will be included in the salary for calculating overtime.

Responsibilities

Human Resources:

- Track when someone is eligible for longevity pay.
- Issue a Personnel Action form indicating the additional compensation.

Payroll

- Ensure employees are paid according to this policy.